

Georgia Lynch
Rutherford County Clerk
319 North Maple Street, Suite 121
Murfreesboro, Tennessee 37130
(615) 898-7798

NOTARY PUBLIC FOR THE STATE OF TENNESSEE
APPLICATION INSTRUCTIONS

- **FIRST...CHECK QUALIFICATIONS ON THE BACK OF THIS SHEET.** If you qualify, submit completed Notary Publics for the State of Tennessee Application along with a check of \$14.00 made payable to RUTHERFORD COUNTY CLERK by close of business the last working day of each month for consideration in the next month's commission hearing. The Clerk's office accepts notarized applications only. Should the applicant appear before us with an unsigned application, a member of the Clerk's staff will witness the applicant's signature and notarize for an additional fee of \$2.25.
- Approximately two (2) weeks after approval of your application by the Rutherford County Board of Commissioners, the Office of the Rutherford County Clerk will notify you, by mail, to secure a (\$10,000.00) Notary Public for the State of Tennessee Surety Bond. You may file one of the following types of bonds:
 - a surety bond from an insurance company authorized to do business in the State of Tennessee.
 - a surety bond signed by two (2) people who own real property in the State of Tennessee. Please print names of personal sureties in bond section provided in Notary Application. When notified by mail that your Notary Public for the State of Tennessee Commission has been received, both personal sureties will be required, to appear in person, to sign your bond in the Office of the Rutherford County Clerk.
- **Upon receiving a notification letter from the Office of the Rutherford County Clerk, you will be required to file one of the above mentioned surety bonds in person at the Rutherford County Clerk's Office located at 319 North Maple Street, Murfreesboro, TN.**
- The Notary Public for the State of Tennessee Commission Certificate will be issued to you upon completion of the above stated requirements.

NOTARY PUBLIC FOR THE STATE OF TENNESSEE TERM OF OFFICE

- The Term of a Notary Public for the State of Tennessee is four (4) years. A Notary Public for the State of Tennessee has the authority to notarize anywhere in the State of Tennessee.

NOTARY PUBLIC FOR THE STATE OF TENNESSEE STAMP

All notaries must use a seal design prescribed by the Secretary of State. The seal of the office must be imprinted by a rubber stamp in any color other than black or yellow, provided the color used to imprint the seal shall be clearly legible and appear as black when photocopied on a non-color copier. The Secretary of State prescribed the following design: a circular seal with the Notary's name (as it appears on the commission) printed at the top, the county printed at the bottom, and "State of Tennessee Notary Public" printed in the center. See sample rubber stamp below:



STATE OF TENNESSEE NOTARY PUBLIC QUALIFICATIONS

- All notaries must be residents of Rutherford County, or have their principal place of business in Rutherford County, from which they were elected.
- All persons eighteen (18) years of age or older who are citizens of the United States and of this state, and have been inhabitants of the state, county, district, or circuit for the period required by the Constitution and laws of the state, are qualified to hold office under the authority of this state except:
 - has been convicted of offering or giving a bribe, dueling, larceny or any other offense declared infamous by law (unless restored to citizenship).
 - is a person against whom there is an unpaid judgment for money received by them in an official capacity and due to the United States, to Tennessee or any Tennessee County.
 - is a person who is a defaulter to the Treasury at the time of election.
 - is a soldier, seaman, marine, or airman in the regular army, navy or air force of the United States or a member of Congress.
 - is a person holding any office of profit or trust under any foreign power, other state or the United States.

STATE OF TENNESSEE NOTARY PUBLIC PENALTIES

- It is a Class C misdemeanor to take office as a State of Tennessee Notary Public if a disqualification exists. A State of Tennessee Notary Public may be removed from office just as any County Official.

**NOTARY PUBLIC FOR THE STATE OF TENNESSEE APPLICATION
RUTHERFORD COUNTY, TENNESSEE**

FOR OFFICE USE ONLY

OFFICE USE - \$14.00 – DATE PAID _____ RECEIPT NUMBER _____

NAME (AS TO APPEAR ON YOUR NOTARY COMMISSION, BOND, AND SEAL)

(NAME) _____
(*Print your NAME here, as you want it to appear on your commission, bond and seal*)

HOME STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

HOME TELEPHONE NUMBER _____ BUSINESS TELEPHONE NUMBER _____

EMPLOYER _____

BUSINESS STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

DATE OF BIRTH _____ ☐ NEW APPLICANT
☐ RENEWAL—PRESENT EXPIRATION DATE _____

CHOOSE TYPE OF \$10,000.00 NOTARY BOND YOU WILL FILE:

☐ INSURANCE COMPANY _____

☐ PERSONAL SURETIES: 1. _____
2. _____

PLEASE ANSWER THE FOLLOWING QUESTIONS YES OR NO:

YES/NO

1. Have you ever been convicted of offering or giving a bribe, larceny, or any other offense declared infamous by law? _____
2. If the answer to question 1 is YES, has your citizenship been restored? _____
3. Is there an unpaid judgment against you for money received in an official capacity and due to the United States, to Tennessee or any Tennessee county, or are you a defaulter to the treasury? _____
4. Are you a soldier, seaman, marine, or airman in the regular Army, Navy, or Air Force of the United States, a member of the United States Congress, or a person holding any office of profit or trust under any foreign power, other state or the United States? _____
5. Have you ever been removed from office as a notary public for official misconduct? _____

OVER

6. Have you ever had a notarial commission revoked or suspended by this or any other state? _____
7. Have you ever been found by a court of this state or any other state to have engaged in the unauthorized practice of law? _____
8. By Tennessee State law, in order to become a notary, the applicant must be a United States citizen or legal permanent resident.
Are you a U. S. citizen or a legal permanent resident? _____
(PLEASE PROVIDE CERTIFIED PROOF OF CITIZENSHIP or RESIDENCY)

I DO SWEAR OR AFFIRM UNDER PENALTIES OF PERJURY THAT THE STATEMENTS ABOVE ARE TRUE AND CORRECT.

YOUR SIGNATURE MUST BE THE SAME AS NAME TO APPEAR ON NOTARY BOND, NOTARY SEAL, AND NOTARY CERTIFICATE

(signature) _____
SIGNATURE OF APPLICANT **(APPLICANT MUST SIGN BEFORE A NOTARY PUBLIC)**

(name) _____
**PLEASE PRINT NAME AS IT APPEARS IN YOUR SIGNATURE ABOVE.
IF THE NAME IS NOT LEGIBLE (if we cannot read it), WE WILL NOT
SUBMIT THIS APPLICATION FOR CONSIDERATION BY THE COUNTY
COMMISSION OR THE SECRETARY OF STATE.**

SWORN TO AND SUBSCRIBED BEFORE ME THIS THE _____ DAY OF _____, _____.

NOTARY PUBLIC _____
(S E A L)
COMMISSION EXPIRES _____

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